

13 Feb 52

OFFICE OF PROCUREMENT AND SUPPLY

I. MISSION

The Chief of Procurement and Supply is responsible for the procurement, storage, issue and accountability of all Agency equipment and supplies, except as departure herefrom is properly authorized, together with the coordination and compilation of requirements of materials required for Agency logistical support.

II. FUNCTIONS

- A. Procures or provides technical guidance as necessary for the procurement of all materials and supplies determined necessary for Agency activities, directly or by contract, from civilian or military and other Government sources.
- B. Negotiates on a policy basis, with officials of appropriate Government organizations, agreements to ensure that CIA logistical requirements are met on a timely basis.
- C. Provides necessary coordination to compile requirements for equipment and supplies essential for Agency operations including development of supply plans, stock levels, production capacity requirements and controlled materials program requirements.
- D. Provides domestic facilities, and technical guidance for overseas facilities, for the receiving, inspecting, warehousing, packing, issuing and disposing of all supplies and equipment.
- E. In collaboration with operating offices concerned, provides for selection, indoctrination, training and rotation of Procurement and Supply personnel over which technical guidance is maintained.
- F. Assumes on behalf of the Director of Central Intelligence accountability of Agency supplies and equipment.
- G. Be responsible for all Agency supplies and equipment until relieved therefrom by delivery to the proper operating office.

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Revised statement of functions prepared in accordance with discussion held by Messrs. Peel, Garrison and Col. White on 12 Feb. 52. These functions hand-carried by Mr. Peel for approval by DD/A on 13 Feb. 52.